Reviewing Course Withdrawal Requests via Web App - Faculty Guide

In an effort to decrease the amount of paper forms, as well as reduce processing and notification time, an online process has been developed to allow students to submit individual course withdrawal requests via a web-based application.

- 1) Instructor Steps
 - a. You will receive an e-mail notification which asks you to review a request:

From: registrar@csuci.edu <registrar@csuci.edu> Sent: Sunday, November 6, 2022 8:19 PM To: Subject: Student Course Withdrawal Request Received Fall 2022</registrar@csuci.edu>			
Hello			
(Dolphin ID:) has submitted a request to withdraw from COMP 232.			
Please review the request and indicate your decision. If you approve the student's request, it will then be sent along to the Program Chair for review.			
If you do not approve, the student will receive an email notification informing them of your decision. Please Note – any comments you enter will be visible to the student.			
https://ciapps.csuci.edu/WithdrawalRequest/InstructorApproval/index/60			
Thank you,			
Registrar's Office CSU Channel Islands			
One University Dr.			
Canadamo, C4 5500 Phone: (805) 437-8500			
Fax: (805) 437-8509			
Email: <u>registrar@csuci.edu</u>			

- b. Click the link in the email and sign in using your myCl credentials
- c. If you choose to **deny** the request, an email will be sent to the student
 - i. Please note: any comments you enter will be viewable to the student
 - ii. If you **approve** the request, you will receive the following message:

Instructor Approval
The withdrawal request has been approved! It will be forwarded to the
Department Chair. You can view more requests on your <u>Dashboard</u> . To make changes
to the withdrawal request, please contact us at <u>registrar@csuci.edu</u> .
Confirmation Number: 72
DolphinID: 00
Name:
EmailAddress: @myci.csuci.edu
Course Withdrawal Request
Term: Fall 2022
Course ID: 002336
Class Number: 1794.00
Class Section: 03
Subject: EDMS
Catalog Number: 410
Reason for Withdrawal
Please give reason for withdraw: Passing of my father.

- d. An email will then be sent to the Program Chair notifying them of the need to review the submission and indicate their decision
- 2) Program Chair Steps
 - a. If the instructor for the course approves the withdrawal request, you will receive an email with a link to take you to the web app
 - i. Click the link in the email and sign in using your myCl credentials
 - b. If you choose to **deny** the request, an email will be sent to the student
 - i. Please note: any comments you enter will be viewable to the student
 - c. If you **approve** the request, a notification will be sent to the Registrar's Office.

Department (Chair Approval
The withdrawal requ	uest has been approved! It will be forwarded to the
Registrar's Office. You	can view more requests on your <u>Dashboard</u> . To make changes
to the withdrawal requ	est, please contact us at registrar@csuci.edu.
DolphinID:	12
Name:	
EmailAddress:	@myci.csuci.edu
Course Withdrawal	Request
Term: Fall 2022	
Course ID: 002336	
Class Number: 1794.00	
Class Section: 03	
Subject: EDMS	
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d. RO Staff will review the request and, once processed, the student will receive the following email:

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	From: < <u>registrar@csuci.edu</u> >
	Date: Wed, Feb 8, 2023 at 9:27 AM
	Subject: Course Withdrawal Request Approved Fall 2022
	To: <
	Confirmation Number: 72
	Dolphin ID:
	Student Name:
	Hello ,
	Your request to withdraw from EDMS 410 was approved and processed as of 2/8/2023 9:27:52 AM. A "W" grade will appear on the transcript. Please log
	into myCl to verify the change to your Fall 2022 schedule.
	Any change to your enrollment could affect your financial obligation to the University. Please contact the Student Business Services office at (805) 437-
	8810 to verify your account status. If you are receiving Financial Aid and you have dropped below full-time status, please contact Financial Aid at (805)
	437-8530.
	The CSU system requires all campuses to limit the number of withdrawals for undergraduate students to a maximum of 18 units. Please be sure to keep
	track of your withdrawal units via the withdrawal "counter" by logging in to your student center page and selecting the "Withdrawals/Repeats"
	option. For more information go to the Registrar's Office page.
	Thank you,
	Registrar's Office
	CSU Channel Islands
	One University Dr.
	Phone: (8U5) 437-8500
	Fax: (805) 437-8509
	Email: registrar@csuci.edu